

# JOB OPPORTUNITY



Department of Health and Human Services  
Program Support Center  
Human Resources Service  
Personnel Operations Division - Switzer

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**Position Title, Series and Grade:**

**Program Analyst, GS-343-9**

(APPLICATION MUST BE RECEIVED BY THE CLOSING DATE)

**Announcement Number: OIG-99-224**

**Opens: 10-05-99**

**Closes: 10-26-99**

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**Relocation Expense: No**

**Supervisory/Managerial Position: No**

**Bargain Unit Position: No**

**Competitive Status: No**

**Number of Vacancies: Two (2)**

**Promotion Potential: GS-12**

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**Organizational Location and Duty Station:**

Department of Health and Human Services, Office of the Secretary, Office of Inspector General, Office of Evaluation and Inspections, Kansas City, MO (Region VII).

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**Area of Consideration:** All Sources.

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**Duties and Responsibilities:** The incumbent performs a variety of inspections, evaluations, research, reviews, analyses, and speaking and writing assignments in support of the Regional office of Evaluation and Inspections program goals. The incumbent researches specific assignments, conducting inspections and forming recommendations to improve agency programs and policies. The incumbent works as a team member, and with progression, functions independently on national inspections under the general direction of Regional management. Identifies DHHS program vulnerabilities to fraud, waste, and abuse. Incumbent performs other duties as assigned by the Regional Inspector General. **Frequent travel is required.**

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**SMOKE FREE WORKPLACE**

**Qualification Requirements:** Applicants must have at least (52) weeks of experience equivalent to the next lower grade level which is in or directly related to the line of work of the position to be filled which has equipped the applicant with the particular knowledge, skills and abilities to successfully perform the duties of the position. To be creditable, specialized experience must have been comparable in difficulty and responsibility to the GS-7 grade level.

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**Ranking Factors:**

1. Skill in researching health care policy issues.
2. Knowledge of and skill in using statistical and analytical computer systems for data retrieval and manipulation, analysis, and reporting.
3. Ability to apply sound program evaluation and analysis principles and techniques.
4. Ability to gather information in various medium, e.g. face to face, phone and written interviews and file reviews.

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**Where to mail applications:**

DHHS, PSC, Personnel Operations Division  
P.O. Box 37113  
Washington, DC 20013-7113

**Where to hand carry applications:**

OIG Vacancies  
Switzer Building  
330 C Street, SW  
Room 1100  
Washington, D.C. 20201

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**Contact and Assistance Information:**

Copy of Announcement: 301-504-3310      Web Address: [www.psc.gov/spo/sw.shtml](http://www.psc.gov/spo/sw.shtml)

For further information, please contact 202-619-0146

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**AN EQUAL OPPORTUNITY EMPLOYER**

## HOW TO APPLY

YOU MAY APPLY FOR THIS VACANCY WITH A RESUME, THE OPTIONAL APPLICATION FOR FEDERAL EMPLOYMENT (**OF-612**), SF-171, OR **ANY** OTHER FORMAT YOU CHOOSE. YOUR APPLICATION OR RESUME MUST CONTAIN THE FOLLOWING:

**JOB INFORMATION:** Announcement number, title and grade(s) of the job for which you are applying.

**PERSONAL INFORMATION:** Full name, mailing address (with **zip** code) day and evening phone numbers; social security number; country of citizenship (most federal jobs require United States citizenship); Veterans preference (if claiming veterans preference, please attach DD-214 and if 10 points, also attach SF-15); reinstatement eligibility; highest federal civilian grade (give job series and dates held-verify with SF-SO).

**EDUCATION:** High School (name, city, state, and zip code, if known); date of diploma or CED; colleges or universities attended (name, city, state, and zip code, if **known**); **major, including type of degree(s) and year(s) received (if no degree, show total credits earned. indicate semester or quarter hours).** Send a copy of **your** college transcript only if the job vacancy and announcement requests it.

**WORK EXPERIENCE:** Give the following information for your paid and non paid work experience related to the job for which you are applying: job title (include occupational series, if applicable, and employer's name and address); duties and accomplishments; **supervisor's** name and phone number (indicate if we may contact your current supervisor); starting and ending dates (month and year); hours per week, and salary of each specific work experience.

**OTHER JOB-RELATED QUALIFICATIONS:** training (course titles and dates); skills (e.g. typing, computer, language, machine, etc.); certificates and licenses; honors, awards, and special accomplishments (e.g. publications, memberships, **in** professional or honor societies, leadership activities, public speaking engagements and performance awards).

IF YOUR RESUME OR **APPLICATION** DOES NOT PROVIDE ALL THE INFORMATION REQUESTED ABOVE, YOU **MAY** NOT BE CONSIDERED FOR THE POSITION.

### ADDITIONAL INFORMATION TO **SEND**

- \* **YOUR MOST RECENT SF-50 (NOTICE OF PERSONNEL ACTION) VERIFYING COMPETITIVE STATUS AND GRADE PROMOTION POTENTIAL FOR CANDIDATES WHO ARE SERVING OR WHO HAVE SERVED AT THE GRADE OF THE ADVERTISED POSITION(S).**
- \* **ALL STATUS CANDIDATES WHO WISH TO BE CONSIDERED FOR STATUS AND NON-STATUS REFERRAL MUST SUBMIT TWO (2) APPLICATIONS. IF ONLY ONE (1) APPLICATION IS RECEIVED, CONSIDERATION WILL BE GIVEN UNDER MERIT PROMOTION PROCEDURES.**
- \* **YOUR MOST RECENT PERFORMANCE APPRAISAL**
- \* **A SUPPLEMENTAL STATEMENT ADDRESSING THE **RANKING** FACTORS LISTED IN THE ANNOUNCEMENT IS ENCOURAGED BUT NOT **REQUIRED**.**

## OTHER REQUIREMENTS

- Appointees are required to provide verification of citizenship identity and employment eligibility under the Immigration Reform and Control Act of 1968 (Public Law **99-603**).
- ★ All qualifications and legal and regulatory requirements must be met by the closing date of this announcement.
- ★ Applications can be accepted from students who expect to complete qualifying education within 9 months from the *date* of application. However, verification that the education was completed successfully has to be obtained before the applicant can be appointed.
- ★ If selected, male applicants born after December **31, 1959**, must confirm their selective service registration status.
- Before being hired, you will be asked to complete a Declaration to determine your suitability for Federal employment and to authorize a background investigation. You will be asked to sign and certify accuracy of the information in your application. If you make a **false** statement, **you** may not be hired-, you may be fired. **after** you begin work, or you may be fined or otherwise penalized.

## EVALUATION METHOD

- ★ Candidates found basically qualified will be rated and ranked on the extent and quality of their total backgrounds relevant to the rating factors listed in this announcement. Appropriate credit will be given for job-related experience, training, education, awards and outside activities.
- ★ If a list of eligibles is requested from the Program Support Center (PSC) Delegated Examining Unit (**DEU**), all non-status candidates who meet minimum requirements will be referred to the **PSC/DEU** for ranking and referral.

## INDIVIDUALS WITH DISABILITIES, DISABLED AND VIETNAM ERA VETERANS, AND GULF WAR AND RECIPIENTS OF EXPEDITIONARY MEDAL(S)

- Competitive status is not required for individuals with severe disabilities, veterans who are 30% or more **compensably** disabled and Vietnam Era Veterans who are eligible for appointment under special hiring authorities. Contact the Selective Placement Coordinator on **(301)504-3265**, for hearing impaired, contact Maryland Relay (1-800-735-2258) for additional information.
- ★ The Defense Authorization Act of November **18, 1997**, extended veterans' preference to persons who served on active duty during the Gulf War from August **2, 1990** through January **2, 1992**. The law grants preference to persons otherwise eligible and who served on active duty during this period, regardless of where the person served or for how long. The law also authorizes the Secretary of each military department to award the Armed Forces Expeditionary Medal for service in Bosnia during the period November **20, 1995**, to a date to be determined. The award of the Medal is qualifying for veterans' preference. More information on veterans' preference is available in the Vet Guide that may be found on the United States Office of Personnel Management web site at [www.opm.gov](http://www.opm.gov).
- Veterans Employment Opportunity Act of 1998:  
When area of consideration is outside the Department of Health and Human Services, veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after 3 years or more of continuous active service may apply.

**PRIVACY ACT STATEMENT:** The application forms prescribed are used to determine qualifications for promotion, reassignment, or employment and are authorized under Title **5** U.S.C., sections 3302 and 3361.

**DISPLACED EMPLOYEES REQUESTING SPECIAL SELECTION PRIORITY CONSIDERATION UNDER THE INTERAGENCY CAREER TRANSITION ASSISTANCE PROGRAM (ICTAP)**

If you are a displaced Federal employee, you may be entitled to receive special priority selection under the ICTAP. To receive this priority consideration you must:

1. Be a displaced Federal employee. You must submit a copy of the appropriate documentation such as a RIF separation notice, a letter **from** OPM or your agency documenting your priority consideration status with your application package. The following categories of candidates are considered displaced employees.
  - A. Current or former career or career-conditional (Tenure group I or II) competitive service employees who:
    1. **Received a specific RIF separation notice;** or
    2. Separated because of a compensable injury, whose compensation has been terminated, and whose former agency certifies that it is unable to place; or
    3. Retired with a disability and whose disability annuity has been or is being terminated; or
    4. Upon receipt of a RIF separation notice retired on the effective date of the RIF and submits a Standard Form 50 that indicates "Retirement in lieu of RIF"; or
    5. Retired under the discontinued service retirement option; or
    6. Was separated because he/she declined a transfer of function or directed reassignment to another commuting area.
  - B. Former Military Reserve or National Guard Technicians who are receiving a special **Office** of Personnel Management (OPM) disability retirement annuity under section 8337 (h) or 8456 of title 5 United States Code.
2. Be applying for a position at or below the grade level of the position from which you have been separated. The position must not have a greater promotion potential than the position from which you were separated.
3. Have a current (or last) performance rating of record of at least fully successful or equivalent; This must be submitted with your application package. (This requirement does not apply to candidates who are eligible due to compensable injury or disability retirement.)
4. Occupy or be displaced from a position in the same local commuting area of the position for which you are requesting priority consideration.
5. File your application by the vacancy announcement closing date and meet all the application criteria (e.g., submit all required documentation, etc.)
6. Be rated well-qualified for the position. Well-qualified employees are eligible displaced Federal employees who meet all education, experience and knowledge, skills, and abilities (KSA) factor(s), meet the selective criteria factor(s) and meet the above-average-level range of a four- level crediting plan for all KSA factor(s).

## **DEPARTMENT OF HEALTH AND HUMAN SERVICES SURPLUS OR DISPLACED EMPLOYEES REQUESTING SPECIAL SELECTION PRIORITY CONSIDERATION**

If you are currently a DHHS employee who has received a Reduction in Force (RIF) separation notice or a Certification of Expected Separation (CES), you may be entitled to special priority selection under the DHHS Career Transition Assistance Program (CTAP).

To receive this priority consideration you must:

1. Be a current DHHS career or career-conditional (Tenure group I or II) competitive service employee who has received a RIF separation notice or a Certification of Expected Separation (CES) and, the date of the ~~RIF separation has not~~ passed and-you ~~are~~ still on the rolls ~~of DHHS~~. You **must** submit a copy of the RIF separation notice or CES along with your application.
2. Be applying for a position that is at or below the grade level of the position from which you are being separated. The position must not have a greater promotion potential than the position from which you are being separated.
3. Have a current (or last) performance rating of record of at least fully successful or equivalent. This must be submitted with your application package.
4. Be currently employed by DHHS in the same local commuting area of the position for which you are requesting priority consideration.
5. File your application by the vacancy announcement closing date and meet all the application criteria (e.g., submit all required documentation, etc.)
6. Be rated well-qualified for the position. Well-qualified employees are eligible displaced Federal employees who meet all education, experience and knowledge, skills, and abilities (KSA) factor(s), meet the selective criteria factor(s) and meet the above-average-level range of a four- level crediting plan for all KSA factor(s).

Please state on your application the promotion potential level of your present position

## · APPLICANT BACKGROUND SURVEY

### General Instructions

This survey is used to collect and analyze data involving race, sex, age, disability, and national origin from applicants for employment. The information you provide will be used for statistical purposes only and will not in any way affect you individually. While completion of this form is voluntary, your cooperation is important to help ensure accurate information regarding employment practices. We ask you to answer each of the questions to the best of your ability. Print your entries clearly. Read each item thoroughly before selecting the appropriate response.

A. Announcement number(s) and/or position(s) which you are applying:

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B. Year of Birth: \_\_\_\_\_

C. For Agency Use

D. How did you learn about the position or exam for which you are applying ? For example: radio, job fair, friend, newspaper, school counselor, etc.

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E. Ethnicity

\_\_\_ Hispanic Origin

A person of Puerto Rican, Mexican, Cuban, Central or South American, or other Spanish cultures or origins regardless of race.

\_\_\_ Not of Hispanic Origin

F. Race

1. \_\_\_ American Indian or Alaskan Native

A person having origins in any of the original peoples of North America, and who maintains cultural identification through community recognition or tribal affiliation. Specify tribal affiliation \_\_\_\_\_

2. \_\_\_ Asian or Pacific Islander

A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands, Samoa, and Vietnam.

3. B l a c k

A person having origins in any of the black racial groups of Africa

4. White

A person having origins in any of the original people of Europe, North Africa, or the Middle East.

**G.** Sex - M a l e \_\_\_ Female

#### H. Disability

A person is disabled if he or she has a physical mental impairment which substantially limits one or more major life activities, has a record of such impairment, or is regarded as having such impairment.

1. ☐ I do not have a disability
2. - D e a f
3. Blind
4. Missing Extremities
5. Partial Paralysis
6. -Complete **Pa**ralysis
7. -Convulsive Disorder
8. -Mental Retardation
9. Mental or Emotional Illness
10. -Severe Distortion of Limbs **and/or** Spine
11. ☐ I have a disability, but it is not listed

**Specify** \_\_\_\_\_

#### Privacy Act and Burden Statement

Privacy Act Information. The information is provided pursuant to Public Law 93-579 (Privacy Act of 1974) for individuals completing Federal records and forms that solicit personal information. The authority is title V of the U.S. Code, sections 1302, 3301, 3304, and 7201. Purpose and Routine Uses. This **form** is maintained in Privacy Act system records 09-90-0006. Applicants for Employment Records, **HHS/OS/ASPER**. The information in this survey is used solely for research and for statistical purposes to help ensure that agency personnel practices meet the requirements of Federal law. No other uses will be made of this information. This form will be separated from other application materials upon receipt. Effects of Non-Disclosure: Providing this information is voluntary; no individual personnel selections are made based on this information. Paperwork Reduction Act Statement: A Federal agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a current valid OMB control number. Public reporting burden for this collection of information is estimated to vary from one to three minutes with an average of two minutes per **response**, including time for reviewing instructions, and completing and reviewing the collection of information.